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WORKED EXAMPLE: METHOD STATEMENT

Electrical second fix and testing in a house refurbishment

Hollins & Reed Electrical Ltd · 12 to 14 October 2026 · In charge: Dan Hollins

Worked example of a method statement. Change it to fit your job before you use it.

Job details

Company	Hollins & Reed Electrical Ltd
Site and work area	14 Elm Road, M21
Planned dates	12 to 14 October 2026
Customer	Mr and Mrs Shaw
In charge on site	Dan Hollins
Team	Two people: Dan Hollins, electrician, leads and tests; Priya Shah, electrician, stays with him for every live test.
Work	Electrical second fix and testing in a house refurbishment
Risk assessment	Electrical second fix and testing in a house refurbishment: worked example RAMS, a separate document
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Alter or replace electrical equipment, replace a consumer unit, inspect or test a fixed installation.
Areas: Kitchen, hall and lounge circuits; Hall cupboard: consumer unit and meter tails

Working arrangement

- Access: steps or a ladder.
- Working height: ceiling lights at about 2.4 m.
- Ground or floor: level timber floors under dust sheets.
- Other people will be using the area.

- Mr and Mrs Shaw stay at home; we agree what goes off and when, each morning. Other trades stay off a circuit while it is under test. Tools run on 110 V or battery. Labels are not trusted: each circuit is identified before it is isolated. The asbestos survey covers the old board and the textured ceilings. Records: Electrical Installation Certificate with the schedule of test results, and notification through our competent person scheme.

Emergency arrangements

There is no site alarm and the smoke alarms may be off while we work, so shout “fire”. Get out by the front door and meet at the gate of No. 14. Count Mr and Mrs Shaw and the dog. Electric shock: do not touch the person until the supply is off; main switch at the consumer unit in the hall cupboard. First aider: Priya Shah, kit in the van. Check you have a mobile signal on day one. Priya Shah rings 999, gives 14 Elm Road, M21, and meets the crew at the gate; if she is the one hurt, Dan Hollins does. Problem at the cut-out: ring the network operator on the number on the job sheet.

Planned method

1 **Set up the work area**
Confirm the work area and scope before starting. Keep other people outside the active work area. Keep entrances and escape routes clear.

2 **Keep people clear of the work**
Agree how people get past or around the work while it is going on. Put barriers or signs where a route crosses the work. Do not leave open work unattended.

3 **List the rooms and circuits to finish**
List the rooms and circuits you are finishing, on the cables run at first fix. Check the design or product instructions for what you are fitting.

4 **Assess the existing installation**
Check the existing equipment, circuits, earthing and bonding before fitting the new unit. Record any defects, and anything you could not check.

5 **Agree the test boundary**
Write down the circuits to be tested and who tests them. Keep other trades off a circuit while it is under test.

6 **Check for asbestos before you disturb anything**
Check the asbestos survey covers exactly what you will disturb, to the full depth. Register only, or nothing: get a refurbishment survey or a sample first. Read what it says about walls, ceilings, boards and service routes. No survey, or a material you do not recognise: stop and get it checked.

7 **Use the ladder or steps**
Check the ladder or steps before use. Place them on firm, level ground. Keep three points of contact while climbing. Reposition them instead of overreaching. Do not carry loose tools or tins up; hand them up or use a belt.

8 **Arrange supply-side isolation**
Confirm who can isolate the incoming supply before removing the old unit. Treat supply-side conductors as live until that isolation is complete.

9 **Isolate and prove dead**
Find every supply that feeds the work, switch it off and lock it off before you open or touch anything. Prove your tester on a known live supply, test every conductor at the work point, then prove the tester again.

10 **Keep it locked off while it is open**
Keep the supply locked off while the item is open, so nobody can put it back on. Test at the work point again before you touch it.

11 **Keep dangerous circuits off**
Review each affected circuit before reconnection. Keep a circuit safely out of service if its defect creates danger.

12 **Use suitable test equipment**
Check the instrument, leads, probes, ratings and settings before connecting. Keep tips and connections controlled at the test points.

13 **Label and replace the unit**
Identify every circuit before disconnection. Install the agreed assembly and reconnect only the circuits in scope.

14 **Fix and terminate the sockets, switches and lights**
Fix the accessories and light fittings, and terminate each one on the cables run at first fix. Check every terminal, protect the cable where it enters each box, and close every enclosure.

15 **Inspect the change before it goes live**
Inspect the completed work and arrange the testing it needs before it goes back on. Record anything left disconnected or out of service.

16 **Do dead tests first**
Apply safe isolation to the agreed circuit boundary and prove it dead before dead tests. Test in this order: continuity of protective conductors and ring finals, insulation resistance, polarity. If one fails, correct it and repeat the tests before it. Protect or disconnect sensitive equipment and record temporary disconnections.

17 **Control a justified energised test**
Complete dead checks first and define the test boundary and precautions. Test live only as far as you need to: Ze, polarity at the origin and RCD operation. Do not work alone. Keep people out while the test is energised, then re-isolate before adjustment.

18 **Inspect and test the new unit**
Complete the inspection and testing the unit needs before it goes back into service. Update the circuit schedule.

19 Record actual results and limits

Record readings, defects, tests not completed, temporary disconnections and actions required. The tester decides from the actual results whether it can go back into service.

20 Finish the tests and functional checks

Complete the required tests and functional checks. Check covers, guards, labels, fire stopping and connections. Give actual results, defects and restrictions to the customer or site contact. Do not certify unchecked work.

21 Issue the certificate

Issue the Electrical Installation Certificate and its schedules from the actual results, and give them to the customer with the labels. Notify the work through the scheme or building control where it needs it.

22 Clear and hand back the area

Remove tools, waste and unused materials. Check the area is clean and ready to use. Tell the customer or whoever runs the site when the work is complete.